

**NNSA HEADQUARTER ACQUISITION
COORDINATION AND APPROVAL PROCEDURES**

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<p><u>ACTION CODES:</u> A- Approval C-Coordination & Review P-Preparation S-Signature N-Notification FD-File Documented</p> <p>Numbers reflects order in which to accomplish actions.</p>	SSA (HQ/Site/Service)	Patent Counsel (Service)	Office of General Counsel (Service)	Department head (Service)	Manager/Site Office	Board of Award	Head of the Contracting Activity	Senior Procurement Executive	Program Secretarial Officer (PSO)	Deputy or Associate Administrator	Administrator/NNSA	Agency Head
<p><u>Contract Awards (M&O) ^ (FAR 17.6)</u></p> <p>New Awards & Five-Year Rewrites ^</p> <p>Extend/ Compete Recommendations (M&O) (FAR 17.602) ^</p>					P1 S11	C1	A2		N3		N4	
<p><u>Contract Awards (Non M&O) ^</u></p> <p>Over \$5,000,000 ^</p>		C3	C4		P1 C2 S9	C5	C6	C7	A8			
<p><u>Contract Awards (Non M&O) ^</u></p> <p>Over \$5,000,000 ^</p>		C1	C2	C3		C4	A5 *					
<p><u>Financial Assistance Instruments (10 CFR 600)**</u></p> <p>Restricted Eligibility or Non-Competitive Determination \$1,000,000 or Under</p> <p>Restricted Eligibility or Non-Competitive Determination Over \$1,000,000</p> <p>Solicitations and Awards ^ (Competitive and Noncompetitive) Over \$1,000,000 ^</p>	C1		C2	C3		C4	A5					
	C1		C2	C3		C4	C5	C6	*** A7			
		C1	C2			C3	A4					

*Subject to selection under the annual HQ CAP Review Plan. For actions submitted but not selected, HQ review is waived. The waiver does not apply to actions not previously identified to NA-63, Office of Procurement and Assistance Management. Independent Review is required for all award instruments and files to be forwarded to HQ. If NA-63 Process Waiver is granted, A9 approval by NA-63 will not be required and C7 will become A7.

** For deviations, see 10 CFR 600.4

*** Approval shall be made by the responsible program official who shall be not less than two organizational levels above that of the project officer.

^ Actions will include evidence in documents that a SC or Site as applicable, independent peer review has been conducted.

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Statutorily Required Grant Awards (formula grants) Over \$1,000,000 ^		C1	C2			C3	A4					
<u>Justifications for Other Than Full & Open Competition (FAR 6.3)</u> Over \$5,000,000			S1	S2		S3	A5		S4			
<u>Mistakes in Bid</u> Mistakes Disclosed Before Award – Other (FAR 14.407-3) Mistakes After Award (FAR 14.407-4 & 33.2)	*		** C1	C2		C3	A4					
<u>Modifications (Non-M&O) ^</u> \$5,000,000-\$10,000,000 ^ Above \$10,000,000 or More than 20% of Initial Contract Value ^			C1	C2		C3	A4					
			C1	C2		C3	*** A4	A5				

* Coordination may include the program office if mistakes involve technical requirements.

**Coordinate with OGC on mistakes in bids (except for minor informalities or irregularities and apparent clerical procedures other than clear-cut determinations of non-responsiveness).

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<p>Modification (Non-M&O) Site Specific ^</p> <p>\$5,000,000 - \$10,000,000 ^</p> <p>Above \$10,000,000 or More than 20% of Initial Contract Value ^</p>					P1 S4	C2	A3					
<p>Other Contractual Actions</p> <p>Extraordinary Contractual Actions</p> <p>Indemnification under PL 85-804 (FAR Part 50)</p> <p>Under \$50,000</p> <p>\$50,000 and Over</p>			C1	C4	C2**	C5	A6		C3			
<p>Pre-Negotiation Plans (M&O)</p> <p>Review and Approval of Performance Evaluation Plans</p> <p>Review and Approval of Performance Evaluation Plans</p>			C1	C4	C2	C5	C6	C7	C3			A8
<p>Review and Approval of Performance Evaluation Plans</p> <p>Review and Approval of Performance Evaluation Plans</p>					P1 A5	C3	C4		C2			
<p>Review and Approval of Performance Evaluation Plans</p>					P1 A5	C3	C4		C2			

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**If related to M&O or site specific contract.

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Review and Approval of Performance Evaluation Reports					P1 A6	C3	C4		C2		C5	
Fee Determination					P1	C3	C4		C2		A5*	
<u>Purchasing System Approvals (M&O)</u>					P1 A4	C2	C3					
<u>Purchasing System Approvals (Non M&O)</u>				C1		C2	C3					
<u>Precontract Costs</u> Precontract Costs – period greater than 15 days (FAR 31.205-32)				C1		C2	A3					
<u>Protests (FAR 33.103 & 104) ^</u> 1. Agency Level Protest Decision	**		C1	S2			***					

* NA-1 approval follows recommendation by NNSA Management Council.

** Coordination with the program office may be necessary

*** Protest decided by the Procurement Executive if:
-Protester requests decision by the Procurement Executive.
-HCA is contracting officer of record at time protest is filed, having signed either the solicitation where the award has not been made, or the contract, where the award or nomination of the apparent successful offer has been made.
-The HCA concludes that one or more of the issues raised in the protest have the potential for significant impact on NNSA acquisition policy.

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1a. Decision to Continue with Award or Performance 2. GAO Level Protest 2a. Decision to Continue with Award or Performance			C1	S2*		C3	A4		**			
<u>Ratifications</u> Under \$25,000 Over \$25,000 ^		C1	C2	C3		C4	A5					
<u>Solicitations & Amendments</u> ^ Over \$5,000,000 ^		C1	C2	C3		C4	A5 *****					

* Cover letter transmitting protest file to NA-63, with copy to NA-3.1.

** Endorsement required by Senior Program Official.
Cover letter transmitting protest file to NA-3.1.

*** Cover letter transmitting protest file to NA-3.1.

****NA-63 provided a copy of file forwarded to NA-3.1.

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<p>Subcontract Consents (FAR 44.2) ^</p> <p>Required Subcontract Consents (Non-M&O) Actions Exceeding \$25M ^</p> <p>Subcontract Review Boards (M&O) Actions Exceeding \$25M ^</p>			C1	C2		C3	A4					
<p>Terminations (complete or partial) & Settlement Review Boards (SRBs) (Non M&O) (FAR 49) ^</p> <p>1. <u>Notification to Procurement Executive</u> ^</p> <p>2. <u>Terminations</u></p> <p>Over \$10,000,000 ^</p>	C1		C2	S3		N4	N5		N6			
<p>Utility Procurement Plans (Includes draft contracts regardless of dollar value or type)* (FAR 41) ^</p>	S2		C1			C3	* A4	* A4	** A4			
<p>Small Business Exemptions (Non-M&O)</p> <p>Over \$100,000</p>				C1			C2	C3		A4		

* HQ, NA-52, the Office of General Counsel (NA-3.1) and the HQ Office of Procurement and Assistance Management (NA-63), jointly review and NA-63 approves the acquisition and sale of utility services.

**HQ, Office of Infrastructure and Facilities Management (NA-52) is the PSO for all utility acquisitions.

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